

## **Executive Commission Meeting Minutes**

January 16, 2013

Idaho Department of Labor

Conference Room 2 West

317 W. Main St., Boise, Idaho

**Attendees:** Pam McGarry, Lynn A. Muehlfeit, Tina Naillon, Tabatha Renz, and Mike Jensen

**Absent:** Kristen Tracy

**Guest/Staff:** Renee Cox, Jennifer Caprile, Colette Scheideler

Tabatha Renz, Commission Chair called the meeting to order at 3:04 pm.

**Approval of Executive Board Minutes from Prior Meeting:** Lynn made a motion to approve the minutes, with changes brought forth from the commission. Pam McGarry seconded the motion, which passed unanimously by voice vote.

Tabatha Renz then talked about new chair people for the different committees.

### Standing Committee

Membership – Pam McGarry

Marketing – Open

Peer Review – Mike Jensen (need new Chair)

Commission Chair – Tabatha Renz

Vice-Chair – Kristen Tracy

Secretary – Mike Jensen

### Ad-hoc

Policy & Procedure

Tabatha then asked for any volunteers for the Marketing Chair or to sit on that committee.

### **Review and Approval of the January 17, 2013 Commission Meeting Minutes:**

Tabatha noted a change to the agenda, changing Jennifer Caprile's time with Georgia Smith's. Also that Kristen Tracy will focus on the State Plan and Alexis will come up with the tracking spreadsheet and will have copies of the State Plan in color to help see what each area is doing.

### **Reports:**

Renee Cox

- Admin grant \$100,000 – applied for \$200,000 (will know in July).
- No-PDAT or Disability Funds.
- March will know more about grants.
- Approved for \$37,500 until June - \$75,000 after June through Department of Labor.
- Will have financials at Commission Meeting.

Conference – Jennifer Caprile

- Used conference funds to fund America's Promise PSAs - \$16,000 (included three radio spots); \$4,000 for MLK project; \$24,000 for conference.
- Cost \$30,000 to run conference –
  - Need to cut back on the following
    - Presenter Gifts
    - Name Badges
    - Transportation to other service projects (see in LCS bus can be used to save money)
  - Need to get the appropriate policy from the Department of Labor for MLK money next year.

### **Peer Review Update**

- Passed out Scoring and Voting Summary of Grants.
- No response from Veterans Serving Veterans.

#### **Commission Meeting – Meals Discussion**

- People RSVP-then cancelling has caused problems. If no-show, money has to come from Renee Cox.
- Look into buffet to help cut cost.
- Sign in each morning at Conference to correct meal count.
- Tina will send catering list to Renee, showing what has been used.
- Idea - have Commission bring desserts and beverages.

#### **Policies and Procedures**

- Need job description for Committee Chair and Committee Members.
- Lynn suggested having job descriptions for Standing Chairs, Ad-hoc Chairs, and Committee Members.
- Jennifer and Pam - Since the Serve Idaho Conference is every year, should there be a standing committee? Discuss whether it should stay as Ad-hoc.

#### **Pam addressed the attendance policy. Items discussed were:**

- Call-In Policy.
- Reporting who were not in attendance.
- Go over attendance policy to see if changes needed to be made.
- Very hard to call in and be part of the meeting. Should explore different options.
- Possibility that Department of Labor could help with Skype.
- Lynn would like to be part of Policy and Procedures Committee.
- Need new policy on call-In and attendance A.S.A.P.
- 15 members on Commission
- Each member on Standing Committee and one Ad-hoc Committee.

#### **Other Items**

- Tabatha talked about things to do at Commission meetings to help Commissioners get to know each other.
  - Warm fuzzy box
  - Spotlight
  - Possible bio sheet
- Membership - Pam McGarry
  - Sister Janice leaving
  - Having only 14 voting members
  - Four commissioners up March 1st
    - \* Tabatha reappointed
    - \* Sister Janice - No
    - \* Clint Blackwood reappointed
    - \* Pat
- Brightest Star - Mike Jensen
  - November 8th date.
  - Working on nomination form.
- Conference - Jennifer Caprile
  - Participants to get eco-friendly binder with "Serve Idaho" logo
- Need to send email to Pam if you want to be reappointed.

Mike Jensen made the motion to end the meeting, Pam seconded. Tabatha adjourned the meeting at 4:43 pm and was passed unanimously by voice vote.